



**Tennessee Department of Environment and Conservation**

**Regional Director of External Affairs**

**Offices located in the following Tennessee cities: Memphis, Jackson, Columbia, Nashville, Cookeville, Knoxville, Chattanooga, and Johnson City**

**Annual Salary Range: \$63,000 – \$113,532**

**About the Tennessee Department of Environment and Conservation (TDEC)**

The department is responsible for:

- safeguarding the health and safety of Tennessee citizens from environmental hazards;
- protecting and improving the quality of Tennessee's land, air, and water; and
- managing the system of 53 Tennessee State Parks and 82 Natural Areas.

TDEC has 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal sources, and the state general fund. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions. The department offers a program of grants and loans to assist local communities with the development and maintenance of drinking water and wastewater infrastructure as well as solid waste disposal, waste prevention, plus programs for recycling and local parks. Particular emphasis is placed on front-end environmental education; strong, effective enforcement; and promoting sustainable practices by individuals, communities and organizations.

**Summary & Distinguishing Features**

The Regional Director position is an Executive Service position and reports to TDEC's Director of External Affairs in the Commissioner's Office. Positions will be located across Tennessee in TDEC's eight regional offices: Nashville, Memphis, Columbia, Cookeville, Knoxville, Chattanooga, Johnson City, and Jackson. Regional Directors will serve as the department's primary point of contact for the general public and stakeholders in their respective regions and serve as the public outreach arm of the Commissioner's Office. Applicants must be dedicated to providing excellent customer service to stakeholders; promoting compliance with environmental regulations, promoting both environmental stewardship and economic development, and promoting Tennessee State Parks and Natural Areas.

**Duties and Responsibilities**

Responsibilities include:

- Serving as the primary point of contact for the public and stakeholders in a particular TDEC region. This includes, but is not limited to, local governments and municipalities, development districts, existing business and industry, potential new business and industry, economic and community development representatives, environmental groups and the general public.
- Working with TDEC's Office of Sustainable Practices to facilitate the introduction of voluntary sustainable initiatives supported by the department into communities across the state to promote sustainable communities.

- Coordinating or facilitating TDEC hearings, meetings and outreach activities for the Bureau of Environment and Tennessee State Parks in the Environmental Field Office region. Meetings could include regulatory hearings, and proactive meetings with local officials, chambers, rotaries, etc. to communicate about opportunities to participate in TDEC programs including the State Revolving Fund, TDEC administered grant programs, Tennessee Pollution Prevention Partnership and parks programs.
- Coordinating with regional state parks and natural areas staff to communicate parks events and opportunities and answer questions about the value of Tennessee State Parks.
- Keeping Commissioner's Office informed of key developments in a particular TDEC region.
- Planning and participating in regular internal meetings among environmental field office managers to stay informed about issues and to share information from the Commissioner's office to help maintain consistency in communications.
- Participating in regular External Affairs staff meetings and provide weekly reports to Director of External Affairs. Work closely with the Communications, Legislative and Public Affairs offices, all within the Office of External Affairs, to ensure consistent communications to all external stakeholders. Perform media interviews in a particular region as requested by the Communications office.

### **Qualifications**

Qualified candidates should possess a Bachelor's degree in Environmental Science, Communications, Journalism, Public Affairs, Engineering, or related field and have a minimum of three years' experience interacting with stakeholders. Graduate degrees in any of these areas or similar are desired but not required.

Must be a critical thinker, have complex problem solving and decision making abilities. Also, must be an individual with good interpersonal skills who can facilitate a team concept of management and have strong oral and written communication skills; ability to present complex topics effectively in a concise manner.

All interested candidates should submit a resume to Selena Cunningham, TDEC Human Resources Director, by close of business Friday, March 30, 2012. However, positions will remain open until filled. Questions can be addressed to Selena Cunningham at (615) 532-0200 or [Selena.Cunningham@tn.gov](mailto:Selena.Cunningham@tn.gov).

### **Selena Cunningham, Human Resources Director**

Tennessee Department of Environment and Conservation  
L&C Tower, 12<sup>th</sup> Floor  
401 Church Street  
Nashville, TN 37243

TDEC is an AA/EEO/ADA employer. Women and minorities are encouraged to voluntarily identify themselves.